



## **Job Posting**

**Position Title:** Facility Manager (023481)

**Reports To:** Executive Director of Operations

**Location:**

Tennessee School for the Blind  
115 Stewarts Ferry Pike  
Nashville, TN 37214

**Position Description:**

The maintenance and custodial department at the Tennessee School for the Blind is responsible for local maintenance of the facilities. This position is mainly responsible for facilities maintenance supervisory work of average difficulty and managerial work of routine difficulty; and performs related work as required. This position may have additionally responsibilities added to fill the needs of the agency or department. This position reports to the Executive Director of Operations.

**Specific Position Responsibilities:**

- Supervise a moderate-sized staff of building maintenance and custodial staff. These personnel may perform carpentry, electrical, plumbing, painting, boiler operations, HVAC, fleet management, grounds, custodial, or related work at a moderate-sized facility.
- Inspects building equipment to determine maintenance and repair needs. Coordinates and inspects contracted work.
- Ensures compliance with building plans, specifications, codes, and regulations.
- Advises administrative officials on controlled maintenance and capital outlay projects.
- Capital project maintenance including: record control, participation in planning, safety walk through, and monitoring of project progress. Reads and interprets sketches, diagrams, and blueprints.
- Performs facility safety officer responsibilities pertinent to TOSHA and OSHA requirements
- Local HR duties related to the maintenance and custodial department
- Access request and monitoring to campus
- Facilities use management and communication with stakeholders
- Other duties as assigned

**Qualifications:**

**Minimum Qualifications**

**Education and Experience:**



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- Completion of two years of coursework at an accredited college or university and experience equivalent to five or more years of increasingly responsible and skilled full-time building maintenance or construction work in one or more of the following areas: carpentry, plumbing, electrical, painting, masonry, heating, ventilating, refrigeration, or other related area, including at least one year of supervisory experience.
- **Substitution of Experience for Education:** Qualifying full-time building maintenance or construction work may substitute for the required education on a year-for-year basis to a maximum of two years.

### **Preferred Qualifications**

#### **Education and Experience:**

Successful candidate will exhibit/have the following:

- Ability to work in Windows XP, 7, 8, and 9
- Familiarity with facility management software such as SchoolDude or similar application
- Ability to work Windows Excel and Word
- Comfortable with a computer
- Good communication skills
- Self-motivated/Challenge seeker

#### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

#### **To Apply:**

Please fill out the [online application](#), include a resume, and fax it to 615-871-9312 or mail it to:

Deborah Boshears-Gunter  
Tennessee School for the Blind  
115 Stewarts Ferry Pike  
Nashville, TN 37214  
E-mail: [Deborah.Gunter@tsbtigers.org](mailto:Deborah.Gunter@tsbtigers.org)

Please **DO NOT** submit a State of Tennessee on-line application.

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